NORTHFIELD CITY SCHOOL DISTRICT

PRESCHOOL HANDBOOK



## Northfield City PreSchool

## 2000 New Road

## Northfield, NJ 08225

## Main Office 609.407.4005



***Northfield Community School – “Children First”***

Equal Opportunity Employer

**Administration**

Mr. Pedro P. Bretones, Superintendent of Schools

Mrs. Maureen Vaccaro, Elementary School Principal

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| **BOARD OF EDUCATION** **609.407.4000** |

A nine (9) member Board of Education, elected by the qualified voters of the district, formulates policies to guide the operation of the schools. Board of Education meetings, which are open to the public, are generally held on the third Monday of each month at 6:30 p.m. at the school. Specific meeting dates are posted in both the Elementary and Middle Schools, in City Hall, announced in the local newspapers, or may be obtained by calling the District Office.

**Board of Education Members:**

President                                           Mrs. Deborah Levitt

Vice President                               Mr. Jason Yard

Members:                                       Mrs. Kristin Elliott

                                                       Mr. Christopher Kennedy

                                                        Mr. Ruben Garrido

                                                        Mrs. Jillian Tafeen

 Mr. Kevin O’Connell

Mr. Jeff Steinberg

 Mrs. Kelly Geary

**ADMINISTRATION**  **609.407.4000**

Mr. Pedro P. Bretones Superintendent

Mrs. Maureen Vaccaro Principal, Elementary School

Mrs. Jamie Shoemaker School Business Administrator/Board Secretary

Ms. Juliana Miranda Elementary School Secretary

**THE MISSION STATEMENT of NORTHFIELD COMMUNITY SCHOOL**

**As the center of our community, Northfield Community School provides our children the opportunity to achieve their greatest potential and prepares them to compete and excel in the global 21st century society.

Belief Statements**

* **We believe we provide a safe environment that is conducive to learning**
* **We believe in fiscal responsibility**
* **We believe implementing our curriculum will best prepare each student for his or her next phase of learning**
* **We believe it is critical that community, school and families communicate and work together to provide a thorough and efficient education**

**NORTHFIELD COMMUNITY PRESCHOOL, PRIMARY, and ELEMENTARY SCHOOL**

 **School Personnel**

**Principal ES** Mrs. Maureen Vaccaro **Office Hours** 8:00 a.m. - 4:00 pm.

**Secretary** Ms. Juliana Miranda **Telephone** 609.407.4005



**NORTHFIELD CITY PRESCHOOL CLASSROOM LOCATIONS:**

**Northfield Elementary School (10 classrooms)**

(2 classrooms on-site, 9 classrooms off-site)

2000 New Road

Northfield, NJ 08225

609.407.4005

Principal: Mrs. Maureen Vaccaro

**Kiddie Kastle** (1 classroom)

515 Tilton Road

Northfield, NJ 08225

609.272.8000

Director: Mrs. Heather Jones

**Partners in Learning** (1 classroom)

408 New Road

Northfield, NJ 08225

609.377.8337

Director: Mrs. Maryssa Siazon

**Beth Israel** (4 classrooms)

2501 Shore Road

Northfield, NJ 08225

609.287.8583

Director: Mrs. Cookie Feldman

**Garden State Academy** (3 classrooms)

2323 New Road

Northfield, NJ 08225

609.241.1304

Director: Mrs. Linda Pecchia

## WHAT DOES DEVELOPMENTALLY-APPROPRIATE PRACTICE MEAN?

Our program follows a philosophy of teaching developed by the National Association for the Education of Young Students called Developmentally-Appropriate Practices. Appropriate practices are when activities are suitable to the students’ developmental age and individual characteristics (personality, needs, learning style, background, and interests). Developmentally-Appropriate Practices assume that the process of learning is more important than the ability to perform.

You may have heard the phrase, “a child’s play is his/her work.” This captures the basic premise of developmentally-appropriate practices: “students learn best while engaged in meaningful and challenging play that is facilitated by professional educators” (Steffen Saifer). Developmentally-Appropriate Practices assume that cognitive learning will take place if the materials and activities are presented at the right time for each child.

# What does all of this mean in practical terms?

## Subjects and skills are integrated within the daily routine, not taught separately.

* **Learning takes place through active exploration and interaction with peers and materials.**
* **Activities are concrete, real and relevant. (For example, counting is taught while setting the table.)**
* **Balance of child-directed activities and teacher-directed instruction through small groups.**
* **Students are given choices in the areas where they would like to “work in.”**
* **Teachers are alert to students’ stress or frustration, and act quickly using problem- solving techniques with the students.**
* **Teachers foster competence and interdependence in students.**

**GOALS OF THE PRESCHOOL PROGRAM**

Our PreSchool program provides a rich learning environment coupled with developmentally appropriate practices as outlined in the Creative Curriculum Units of Study. In addition, the Department of Education provides State Standards at the PreSchool level called program Expectations: Standards of Quality, which is the foundation of the learning expectations.

The Expectations (i.e. Standards of Quality) focus on the following areas of development:

**Social/Emotional Development:**

* + Standard 0.1: Children demonstrate self-confidence.
	+ Standard 0.2: Children demonstrate self-direction.
	+ Standard 0.3: Children identify and express feelings.
	+ Standard 0.4: Children exhibit positive interactions with other students and

adults.

* + Standard 0.5: Children exhibit pro-social behaviors.

**Visual & Performing Arts:**

* + Standard 1.1: Children express themselves through and develop an appreciation of creative movement and dance.
	+ Standard 1.2: Children express themselves through and develop an appreciation of music.
	+ Standard 1.3: Children express themselves through and develop an appreciation of dramatic play and storytelling.
	+ Standard 1.4: Children express themselves through and develop an appreciation of the visual arts (e.g., painting, sculpting, and drawing).

**Health, Safety and Physical Education:**

* + Standard 2.1: Children develop self-help and hygiene skills.
	+ Standard 2.2: Children begin to develop the knowledge and skills necessary

to make nutritious food choices.

* + Standard 2.3: Children develop awareness of potential hazards in their

environment.

* + Standard 2.4: Children develop competence and confidence in activities

that require gross- and fine-motor skills.

**Language Arts/Literacy:**

* + Standard 3.1: Children listen and respond to environmental sounds, directions and conversations.
	+ Standard 3.2: Children converse effectively with different audiences in their

home language, English or sign language for a variety of purposes related to their experiences.

* + Standard 3.3: Children demonstrate emergent reading skills.
	+ Standard 3.4: Children demonstrate emergent writing skills.

**Mathematics:**

* + Standard 4.1: Children demonstrate an understanding of number and numerical operations.
	+ Standard 4.2: Children develop knowledge of spatial concepts (e.g., shapes

and measurement).

* + Standard 4.3: Children understand patterns, relationships, and classification.
	+ Standard 4.4: Children will use mathematical knowledge to represent,

communicate and solve problems in their environment.

**Science:**

* + Standard 5.1: Children develop inquiry skills.
	+ Standard 5.2: Children observe and investigate matter and energy.
	+ Standard 5.3: Children observe and investigate living things.
	+ Standard 5.4: Children observe and investigate the Earth.
	+ Standard 5.5: Children gain experience in using technology.

**Social Studies:**

* + Standard 6.1: Children identify unique characteristics of themselves, their

families and others.

* + Standard 6.2: Children become contributing members of the classroom

community.

* + Standard 6.3: Children demonstrate knowledge of neighborhood and

community.

* + Standard 6.4: Children demonstrate awareness of the cultures within their classroom and community.

**World Languages:**

* + Standard 7.1: Children know that people use different languages (including

sign language) to communicate, and will express simple greetings, words, and phrases in a language other than their own.

**Technology:**

* + Standard 8.1: Navigate simple on screen menus.
	+ Standard 8.2: Use electronic devices independently.
	+ Standard 8.3: Begin to use electronic devices to communicate.
	+ Standard 8.4: Use common technology vocabulary.
	+ Standard 8.5: Begin to use electronic devices to gain information.

**RP2: REACHING POTENTIALS THROUGH RECOMMENDED PRACTICES**

The PreSchool program is in partnership with the NJ Department of Education, Office of Special Education Programs and the Early Childhood Technical Assistance Center as part of the grant program ***RP2: Reaching Potentials Through Recommended Practices.*** The goal is to plan, implement and sustain a professional development system to enhance the knowledge and skills of the early childhood workforce to meet the learning needs of young children, particularly children with or at-risk for delays of disabilities in inclusive or natural environments. Parents and staff work together to meet the goals that are chosen for themselves and their children.

## SCHOOL PROCEDURES

|  |  |
| --- | --- |
| **Arrival/Dismissal**  |  |
| Arrival | 8:40 AM |
| Dismissal | 2:40 PM |
| Two Hour Delayed Opening | 10:40 AM |
| Early Dismissal | 12:40 PM |
|  |  |

**Late arrival students (after 8:40 AM), must be signed in through the Main Entrance.**

## Early Dismissals

**We do not permit pick up of children under any circumstance between 2:20 PM and 2:40 PM.** Teachers and students are preparing for dismissal. On the rare occasion that you must pick up your child prior to 2:40 PM, please send in a doctor’s note at least a day in advance, or in the event of an emergency, call the Main Office and sign your child out of school at the Main entrance desk. You will be required to have a photo ID when signing out your child.

## Attendance & Tardiness

**Research shows that preschoolers who miss 10 percent or more of the school year arrive at Kindergarten with lower levels of school readiness skills.**

Attendance is not mandatory under age 6, however, excessive absences and tardiness disrupt the learning process for your child and others as well as the teacher’s lessons. The criteria for acceptance into our PreSchool program comes with the expectation of consistent student attendance. Violations of the district attendance/timeliness policy will result in a board hearing and possible removal from school. Additionally, students depend on the structure of the day. When students are repeatedly tardy, the routine and structure are disrupted. Children who are often late have trouble settling in and mastering routines. Tardiness can throw off their whole morning or even their entire day. Northfield City Schools' educators need to be diligent in making sure *all* of our students are receiving the best educational learning experience available; time in a classroom seat is paramount in making that happen. Our objective is to provide the best possible learning experience for your children and the only way that is going to be possible is making sure our students are in school.

## Residency

Students and their caregivers must reside within the Northfield School District. Any person who makes a false statement or permits false statements to be made for the purpose of allowing a non-resident student to attend Northfield City Schools, commits a disorderly persons’ offense pursuant to N.J. 18A:38-1 and may be prosecuted by law. Each resident submitting a lease or an affidavit, is expected to re-submit proof of residency yearly.

## Social Emotional Learning

## Second Step is our Program for Social Emotional Learning from PreSchool through Grade 8.

## Second Step - Skills for Everyday Success.

Children need social-emotional skills to thrive both in the classroom and in life. Social-emotional learning (SEL) curricula teach children techniques to:

* Gain confidence
* Set goals
* Make better decisions
* Collaborate with others in work and play
* Navigate the world more effectively

### **Implementation Made Easy**

Committee for Children’s research-based Second Step® programs give teachers an easy-to-implement, engaging way to teach social-emotional skills and concepts. Second Step programs are designed to help children thrive and be more successful in school—ultimately setting them up to be thoughtful and productive adults.

## Character Education

Character Education is a learning process for the students and adults in our school community that complements our approach to PreSchool learning by addressing service learning, social-emotional learning and how to be part of a community. Today, the vast majority of Americans share a respect for fundamental traits of character: respect, caring, trustworthiness, fairness, citizenship, responsibility, compassion, empathy, honesty, and loyalty. Yet, in today’s world, all children face great uncertainties in a complex and sometimes troubled society. These traits are not always readily apparent and easy to grasp or learn; therefore, our challenge is to educate, inspire, and empower our students to be ethical and engaged citizens.

Students at Northfield City Schools are recognized daily for demonstrating qualities that represent our PreSchool through Grade 4 Core Values and Pillars of Character (Respect, Responsibility, Fairness, Caring, Kindness, Integrity, Perseverance, and Service). At the preschool level, we have also identified these same Core Values of Character, however, we are using preschool-friendly terms that can be understood by our student population.

## Respect – Be Nice to Others Responsibility – Make Good Choices Integrity – Play by the Rules Perseverance – Keep Trying

**Service – Take Care of Others**

This recognition of good character is important to promote whenever possible. Good character is doing what is right, even when you think no one is watching. The staff at Northfield City Schools encourages you, as parents/guardians to recognize students when you see them at a local business or anywhere in the community for supporting the Core Values. A simple statement recognizing what they have done such as, “Thank you for holding the door for me” is beneficial in promoting a positive feeling in a child.

## Child Custody Documentation Procedure

Parent or guardian must present Official Court Orders to the Main Office. The details of the agreement will be entered in the student information system for the enforcement of proper pick-up adult information.

## Visitors

All visitors to the building or grounds are to report to the Main Entrance, Door 6 and Door 21, to sign in, receive permission to be in the building, and obtain a visitor's pass. There are NO exceptions to this rule. We need to know who is in the building at all times to ensure the safety of our students and staff. Vehicle entrances and exits are clearly marked on all school properties. Please adhere to the speed limit in our parking lot. Also, please follow traffic signs denoting student drop-off/pick-up areas and visitor parking. All visitors must be prepared to present a photo ID. Only those persons listed online, in the student information system, OnCourse, and as adult emergency contacts, will be permitted to remove a child from school. Appointments with the Main Office and any staff are required to ensure the staff member is available and to allocate sufficient time to the visitor.

## Child Nutrition Initiative

Children’s habits, particularly their eating habits, usually follow them into adulthood. In an effort to promote healthy eating habits in our students, our school has begun a new nutrition initiative:

* High-fat products (containing >35% of calories from fat), high-sugar products (containing

>35% of calories from sugar), and salty foods will be avoided.

* Whole-grain breads, pastas, and grains will be served when available.
* Increased water-intake will be encouraged and juice-intake will be discouraged. Meal Purchase – Each PreSchool site has their own program offerings

Breakfast is available for daily purchase. Please make your child’s teacher aware when a purchase is necessary. Students may bring a healthy lunch from home or purchase a school lunch.

Snacks

Snack time is part of the classroom daily routine. You may send in a **healthy snack** from home, for your child – no snack sharing. When choosing a snack, please refer to the recommended snacks list provided by your child’s teacher. The teachers will also list all known food allergies for the classroom so allergic children are not impacted. Please take all efforts to avoid sending in snacks with any of those allergens listed in the ingredients. With notification to the teacher at least 7 days in advance, a child may bring to school items to share with others for a birthday, but no food will be sent to school to share.

## Field Trips

Field trips are planned for each classroom. Parents must complete a permission slip in order for their child to attend. Each classroom can select two chaperones. However, all chaperones are responsible for the costs of their own tickets. Students may bring their own lunch or purchase one

from school. Teachers will inform you of the details. Monies will not be collected for special lunches such as pizzas following the trips.

## Clothing

Most of our activities are “hands-on”. Please dress your child in play clothes each day. Comfortable shoes (sneakers) are most appropriate for our active routines. Shoes without backs are **not** permitted. We encourage our students to use the bathroom independently so be mindful that belts and overalls are difficult for them to maneuver. Toilet training is on-going for those students not yet independent. Changing tables are provided in every classroom bathroom.

Weather permitting; the students will go outdoors each day. We follow the Child Care Weather Watch program. Please dress your child for the weather. Hats and mittens are a must on cold days. Each student must have an ***extra*** set of clothing in school at all times. Socks, a shirt, pants and underwear are needed. ***Label*** each item with your child’s name and pack the clothing in a jumbo- sized Ziploc plastic bag.

## Rest Time

Rest time is a part of the daily routine and is offered for one hour. Please send in a small blanket and crib sheet, labeled with your child’s name. **All rest time items will be sent home with your child every Friday to be laundered.** No bed pillows or sleeping bags allowed. Students may bring a small stuffed animal, if needed. If your child does not rest, quiet activities and books are provided during this time.

## Parent/Teacher Conferences

Parent/teacher conferences are scheduled for students in PreSchool. At the conference, your child's strengths and needs are discussed, and you will have an opportunity to become better acquainted with the teacher's procedures and the school policies and programs. Parents are urged to attend these conferences. Parents are encouraged to schedule further conferences with classroom teachers if the need should arise. Parent/teacher communication is a key factor in ensuring the educational success of each child. Each student is screened periodically. If a child fails two screenings, (s)he will be referred to the PreSchool Intervention and Referral Team (PIRT). A child may be referred to the Child Study Team, from the PIRT meeting, for evaluations.

## Communication

All PreSchool Teachers will utilize Class Dojo. Parents receive various types of communication throughout the school year (i.e. classroom weekly newsletters, e-mail blasts, social media posts, notes to parents via use of journals, etc.). Parents are surveyed on Back-to-School Night of their preference to receive e-mails and weekly classroom newsletters, for which family contacts. The classroom newsletters are also posted on the teacher’s classroom web page. Parents receive important phone calls through the district-wide Blackboard Connect system. It is **imperative** to access OnCourse and review, revise, and provide the school with **up-to-date** home and workplace telephone numbers for the school office and health files. This is the parent’s responsibility and will not be altered by the school office personnel. There are many possible emergency situations which require immediate parental communication or approval. Please contact the Technology Department if you have difficulties with OnCourse, jwilson@ncs-nj.org.

## Home Support

Throughout the school year, you will receive ideas for activities you may want to do with your child. For example, we encourage all families to read to your child daily. **However, it is the district’s protocol that mandatory homework for PreSchoolers is not developmentally-appropriate.**

Research tells us that activities that involve dittos or worksheets are not beneficial to the development of very young students. Please work with your teacher for home support ideas for your child. There are three home virtual reading and craft events per year for the children and families to participate with all the PreSchoolers online.

## Home Visits Available

In an effort to increase our partnership with families, to ensure positive outcomes for our students, home visits are offered by our Community Parent Involvement Specialist (CPIS). Research has shown that a key to a successful school experience is a successful home-school partnership. Home visits offer invaluable insights about students and their families. For more information, feel free to contact Mrs. Vaccaro at 609.407.4005.

## Special Events

There are special events, happening in each classroom, throughout the school year (i.e. Autism Awareness activities, Kindness Month, Read Across America, etc.). Our celebrations are meaningful and stress-free for our students. End-of-the-year celebrations include class walking trips, picnics and/or PreSchool fun field days. Please participate in our fun times.

## Visitor and Volunteer Training

All Visitors and Volunteers attend a training and follow the Northfield City Schools Board of Education volunteer policy and procedures. This training is required to participate in volunteering in the school or attending classroom functions. Please view the Visitor and Volunteer details and dates/times for trainings, on the school website. All volunteers serve under the direct supervision of the certified staff member or Principal they are volunteering with, and they can’t assist in the school, if the certified staff member is absent. All volunteers must sign the volunteer contract, which will be on file in the principal’s office, before starting.

## Moving Up

In June, students bring home their Progress Report / Report Card, along with work samples.

Teachers will also send home a summer packet of suggested activities. For students moving up to Kindergarten, a copy of their screenings and reports are placed in their cumulative folder. In addition, students moving up to Kindergarten participate in Transition Visits, where they visit their new Kindergarten classrooms and teachers. Our school does not participate in formal graduation ceremonies. **Please note: There is no need to re-register your student for the new school year.**

Skipping grades from P3 to Kindergarten or P4 to First Grade does not occur**.** Our program addresses the needs of the whole child including cognitive, social-emotional and physical development. Research has supported this theory especially in this early developmental age. The teachers empower students on all levels by scaffolding instruction so they can all be successful.

## Public Notice

Every program is offered to all students without regard to race, color, national origin, sex or disability.

**Project CHILD FIND** is a free referral service and public awareness campaign to assist in the identification of un-served/underserved youth with a delay or disability from birth through twenty- one years of age. In addition, **Project CHILD FIND** develops and distributes information to the public about early intervention services and special education programs throughout New Jersey.

Information through **Project CHILD FIND** may be obtained by calling the toll-free number, 1- 800-322-8174, which is in service 7 days a week, 24-hours a day. All calls received are confidential.

## Fire and Emergency Drills

Drills are held to prepare all students and staff to respond to emergencies. Absolute silence is to be maintained at all times while conducting the drills. Teachers and staff will guide their students and any visitors according to the drill plan.

## Emergency School Closings/Early Dismissal Procedures

STAY INFORMED with Blackboard Connect, our district’s automated phone notification system. Please make sure the school has your most up-to-date phone numbers in your child’s student information system, OnCourse. Except in cases of emergency, schools will be kept open in accordance with the school calendar. When it is necessary to close schools because of extreme weather or other reasons, you will be notified through Blackboard Connect. Please have a plan in place in case your child has to be picked up due to illness, injury, or school emergency. You or the emergency contact must be available to pick up when directed in a 30-minute time frame.

## Discrimination & Harassment Complaint Procedures

The Board of Education strictly prohibits all forms of unlawful discrimination and harassment on the basis of race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality, sex, pregnancy, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, military service, and AIDS and HIV status. It is the policy of the School District that the School District’s educational program, employment practices, and other functions shall be free of all forms of discrimination and harassment.

The purpose of this regulation is to provide a procedure whereby complaints of discrimination and harassment are investigation and, if appropriate, addressed.

## DEFINITIONS

1. Affirmative Action Officer. A certified individual designated by the Board of Education to monitor the School District’s compliance with the Policy Against Discrimination and Harassment & Affirmative Action Policy.
2. Complaint. An allegation of any form of discrimination or harassment.
3. Complainant. The aggrieved person who makes a complaint alleged discrimination or harassment.
4. Discrimination. Unlawful conduct whereby a person is treated differently from others on the basis of race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality, sex, pregnancy, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, military service, and AIDS and HIV status. Discriminatory conduct is strictly prohibited whether it is engaged in students, employees, parents and/or other third parties.
5. Harassment. Harassment is a form of discrimination. Harassment consists of unwelcomed conduct including but not limited to: unwelcome verbal comments; jokes; unwelcome written comments (such as emails, flyers, memos, etc.); threatening or disturbing behaviors; stalking; and similar conduct. The examples provided are intended to be illustrative and are not an exhaustive list of all activities that consist of harassment. Harassing conduct is strictly prohibited whether it is engaged in by students, employees, parents and/or other third parties.
6. Sexual Harassment. Sexual harassment is a form of discrimination on the basis of sex. Sexual harassment includes but is not limited to: unwelcomed sexual advances; requests for sexual favors; inappropriate verbal conduct (such as name calling, using sexually explicit language, telling sexual jokes, repeatedly asking a person out on a date, etc.); inappropriate physical conduct (such as unwelcomed touching, physically blocking passageways, invading personal space, staring at a person’s body, stalking, etc.); storing or displaying sexually explicit images or videos on School District property (such as photos, calendars, computer screen savers, electronic or printed pornographic materials, etc.); and similar conduct. The examples provided are intended to be illustrative and are not an exhaustive list of all activities that consist of sexual harassment. Sexual

harassment is strictly prohibited whether it is engaged in by students, employees, parents and/or other third parties.

## COMPLAINT PROCEDURE

* 1. Any person may make a complaint alleging discrimination and/or harassment to any administrator at the School District or to the School District’s Affirmative Action Officer. If the complaint is made to an administrator, the administrator must report the complaint to the Affirmative Action Officer. The School District encourages complainants to put their complaints in writing.
	2. The recipient of the complaint should request the complainant to put the complaint in writing. However, the complainant is not required to put his/her complaint in writing. If the complainant declines to put his/her complaint in writing, then the recipient of the complaint shall immediately make a written record reflecting what the complainant is alleging.
	3. Upon receiving notice of the complaint, the Affirmative Action Officer shall determine who at the School District shall investigate the complaint. The investigator may be the Affirmative Action Officer or it may be another administrator. The investigator shall be selected based on his/her ability to maintain objectivity and independence throughout the investigation, as well as his/her familiarity with the parties involved.
	4. The investigator shall promptly conduct an investigation into the allegations contained in the complaint. The investigation may include the following: conducting investigative interviews with the complainant and other potential witnesses, collecting/examining relevant documentation, reviewing video and/or audio recordings, and similar conduct.
	5. Investigations shall be initiated within three school days of the receipt of the complaint.
	6. All accused individuals shall have the opportunity to review and respond to allegations as part of the investigation before any decision is made regarding the veracity of an allegation. Accused individuals shall also have the right to identify witnesses and/or other evidence on their own behalf. It shall be in the investigator’s sole discretion to determine what, if any witnesses may have information relevant to the complaint and therefore what, if any, witnesses shall be interviewed as part of the investigation.
	7. All investigations shall be completed within a reasonable timeframe, which shall depend on the nature and scope of the investigation unless the timeframe is dictated by applicable law (i.e., such as HIB investigations).
	8. At the conclusion of the investigation, the investigator shall create a written report detailing his/her findings. The investigator’s report shall include a finding indicating whether the allegations contained in the complaint were substantiated or not substantiated. A copy of the investigator’s findings, along with all supporting documentation created and/or collected during the investigation, shall be forwarded to the Affirmative Action Officer. The Affirmative Action Officer shall maintain the documentation in an “investigative file” separate from any personnel records and/or student records.
	9. The Affirmative Action Officer shall make recommendations regarding the potential discipline of the accused individual.
	10. The Affirmative Action Officer shall communicate the results of the investigation to the complainant in writing. The complainant shall not be entitled to a copy of the investigative file unless required by law.
	11. The Affirmative Action Officer shall communicate the results of the investigation to the accused individual(s) in writing. The accused individual(s) shall not be entitled to a copy of the investigative file unless required by law. Accused individuals shall have the right to appeal any finding and/or discipline as provided for by law.
	12. If the complainant and/or the accused individual disagrees with the outcome as communicated by the Affirmative Action Officer, then the complainant may appeal to the Superintendent of Schools. The appeal shall include a copy of the complaint, a copy of the communication containing the results of the investigation, and an explanation of the reasons why the complainant and/or accused individual disagrees with the outcome.
	13. With the filing of an appeal, the complainant may request an informal hearing with the Superintendent of Schools. Such meeting shall be scheduled within a reasonable time frame and at a mutually convenient time. The Superintendent shall remain impartial and objective when reviewing the results of the investigation and reasons why the complainant and/or accused individual appealed the outcome.

## OUTCOMES

1. If it is determined that discrimination and/or harassment has taken place, the School District shall take immediate steps to prevent the discrimination and/or harassment from occurring again and, if appropriate, shall take steps to remedy any discrimination and/or harassment that has taken place.
2. If it is determined that discrimination and/or harassment has been engaged in by a student, the student may be subject to discipline, up to and including suspension and/or expulsion, as provided for by the Code of Student Conduct.
3. If it is determined that discrimination and/or harassment has been engaged in by an employee, the employee may be subject to discipline, up to an including suspension without pay and/or termination from employment.
4. If it is determined that the discrimination and/or harassment has been engaged in by a parent and/or other third party, the School District shall take reasonable steps within its legal authority to prevent the discrimination and/or harassment from occurring again.
5. If appropriate, the School District shall take interim measures to preclude contact between a complainant and an accused person and such interim measures will not disproportionately impact the complainant. Complainants needing additional counseling or assistance may be referred to the guidance office for referrals.

## REPORTING COMPLAINTS & AFFIRMATIVE ACTION OFFICER

1. Any person may make a complaint alleging discrimination and/or harassment to any administrator at the School District or to the School District’s Affirmative Action Officer. If the complaint is made to an administrator, the administrator must report the complaint to the Affirmative Action Officer.

The School District’s Affirmative Action Officers/ADA/504 Coordinators are: Mrs. Maureen Vaccaro and Mr. Kevin Morrison

609.407.4005

1. All employees are required to promptly report any incidents of discrimination and/or harassment that they witness and/or that become known to them in any way. Employees must report the discrimination and/or harassment to their immediate supervisors and/or to the School District’s Affirmative Action Officer.
2. No person shall be subject to retaliation for having made a complaint and/or for participating in any investigation. Allegations of retaliation are taken seriously and will be investigated.

## Storage of Hazardous Substances

Pursuant to the New Jersey Worker and Community Right to Know Act, N.J.S.A. 34:5A-3 et seq., notice is hereby given and all parents/guardians are hereby advised that any construction or other non-routine activities involving the use of hazardous substances will be posted on the bulletin board in the school. In addition, Hazardous Substance Fact Sheets developed by the New Jersey Department of Health will be made available at the school for such substances.

## Tobacco-Free Environment

The Board of Education recognizes the medical danger associated with the use of tobacco and is cognizant of its statutory duty pursuant to NJSA 26:3D-15 regarding smoking in school facilities. Additionally, the Board of Education believes that the right of persons to smoke must be balanced against the right of those who do not smoke to breathe air untainted by tobacco smoke. In order to protect pupils and employees who choose not to smoke from an environment noxious to them and

potentially damaging to their health, the Board prohibits smoking in all buildings and school grounds belonging to the District and in all school vehicles.

## Fragrance Protocol

There are students and staff with sensitivities or allergies to strong fragrances. Those sensitivities and allergies may be chemically based, such as perfume, fabric softeners, and cologne. Some sensitivities and allergic reactions are triggered by cut flowers or plants. We ask that everyone remain respectful of those with sensitivities and allergies. Reasonable accommodations may be necessary. Please remember they did not choose to have this sensitivity or allergic reaction and your cooperation is greatly appreciated.

## Homeless Assistance Act

***McKinney-Vento Homeless Assistance Act of 2001 – Title X, Part C of the No Child Left Behind Act – Section 725***

The term “homeless children and youth:

1. means individuals who lack a fixed, regular, and adequate nighttime residence…; and
2. includes-
3. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
4. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
5. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
6. migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

## If you and your family fall into one of these categories, please contact the Homeless Liaison through the Elementary School Office at 609.407.4005.

**SPECIAL SERVICES**

The Individuals with Disabilities Education Act is the primary federal program that authorizes state and local aid for special education and related services for children with disabilities.

New Jersey Administrative Code for special education (N.J.A.C. 6A:14) and the federal Individuals with Disabilities Education Act of 2004 (IDEA 2004) are laws that ensure children with disabilities a free, appropriate public education in the least restrictive environment. An important part of these laws provides parents with the right to participate in their children’s education.

The special education process is initiated with a written referral. A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education and/or related services. Parents, school personnel, or any agencies concerned with the welfare of students, including the New Jersey Department of Education, can make referrals. If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to your school district.

Decisions regarding your child’s special education needs are made at meetings. As the parent of a child who has or may have a disability, you have the right to participate in meetings and make determinations regarding the following:

* + Identification (decision to evaluate);
	+ Evaluation (nature and scope of assessment procedures);
	+ Classification (determination of whether your child is eligible for special education and related services);
	+ Development and review of your child’s individualized education program (IEP);
	+ Educational placement of your child; and
	+ Reevaluation of your child.

To the maximum extent appropriate, children with disabilities are educated with children who are not disabled and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature and severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Parents or guardians of educationally disabled or potentially disabled students should feel free to contact Special Education Services through the Elementary School Office at 609.407.4005, or visit the school website at [[**https://www.ncs-nj.org/**](https://www.ncs-nj.org/),](http://www.pemberton.k12.nj.us/) click on ‘Departments’ then ‘CST’.

## Preschool Child Study Team

Child Study Team Secretary Ext. 8510

## SCHOOL HEALTH SERVICES & PROCEDURES

**School Health Services are provided by the school nurses for the purposes of:**

1. Care of emergency sickness or injury in school.
2. Communicable disease prevention and control.
3. Determination of health needs.
4. Follow-up and interpretation of health needs to pupils and parents.

## Parent cooperation is requested in the following situations:

1. A doctor’s note is needed when your child returns to school from an absence due to illness or injury.
2. Students returning from an absence with **medical equipment, such as crutches, wheelchair, etc. need to have a doctor’s order for the equipment.**
3. If your child is absent due to illness or injury, please call the school to inform us of the problem.
4. Any health problems; changes in your child’s medical condition; any medication changes; or any recent medical procedure, should be brought to the attention of the school Nurse. The school Nurse **will coordinate care with your child’s teacher as needed. The school Nurse should also be informed of medications your child takes at home.**
5. Your child should be kept home and the Nurse should be contacted if he/she has contracted any communicable diseases: i.e., measles, mumps, strep throat, ringworm, chicken pox, pink eye, etc. A doctor’s note to return to school will be required. Ringworm must be covered while at school.
6. If your child becomes seriously ill or injured in school, you will be called to make arrangements for him/her to be picked up.

## Health Regulations in General

1. Keep up-to-date home, work, and emergency telephone numbers filed in the student information system online, OnCourse. You, as the parent(s)/guardian(s), have the responsibility to keep these numbers current. The school has no place to care for your child for an extended length of time. We must have the name and telephone number of a friend, relative, neighbor, or baby sitter who would be able to care for your child until you return home. Please remember, you are responsible for your child’s welfare 24 hours a day.
2. A child who has diarrhea or vomiting cannot be sent to school. A child who has been sent home due to **diarrhea or vomiting should remain at home the rest of that day and the following day or until symptom free.** Example - If a child is sent home sick on Wednesday, student cannot return to school until Friday - *only if they are no longer experiencing diarrhea/fever/vomiting and are symptom free*.
3. A child who has a fever cannot be sent to school. A child sent home from school with a **fever (100 degrees Fahrenheit or above) should not return to school until the temperature has been normal (less than 100 degrees Fahrenheit) for 24 hours without medication**. See above example.
4. Any child with a rash should not be sent to school until it has been determined not to be contagious by a healthcare provider. A note is required for return to school.

## Enrollment Procedures & Immunizations

Please inform the school Nurse of any specific health problems your child may have; even the slightest condition may have an effect on your child’s learning process. New students to our district must have a physical within 30 days of enrollment, regardless of their age. All new students must

also, by law, present an up-to-date record of immunizations (required by the State of New Jersey) before being admitted to school.

## State of New Jersey Immunization Requirements

Students entering **Preschool** must have 4 doses of DTaP, at least 1 dose of Hib given on or after the first birthday, 1 dose of MMR given on or after the first birthday, at least 1 dose of Pneumococcal vaccine giving on or after the first birthday, 3 doses of Polio, and 1 dose of Varicella given on or after the first birthday. Additionally, all students under age 60 months (5 years) are required to receive an annual influenza (flu) vaccine between September 1st and December 31st each year. Students entering after December 31st, but before the end of flu season (April 1st), are required to receive the influenza vaccine before enrolling. After a child’s 4th birthday and before entering kindergarten, the following booster vaccines are required: DTaP, Polio, and MMR. Three doses of the Hepatitis B vaccine are also required for kindergarten entry. Please submit proof of immunizations as soon as possible. **Students who do not meet these requirements *will* be excluded from school.**

## Medication Policies

New Jersey State Law regulates that the administration of medication to students in school be discouraged except when the student’s health may be jeopardized without it. The following rules must be followed for all prescription and over-the-counter medications including diaper creams, lotions, chap stick, and sun block.

1. Medication will be dispensed to your child by the school Nurse.
2. At no time may a student carry/self-administer any medication unless there is a life-threatening circumstance and permission is granted in writing by your child’s physician and you.
3. Students must have a written statement from a doctor stating that the medication needs to be given at school. Written permission from the parent needs to accompany the physician’s statement.
4. **Medication orders must be renewed at the beginning of every school year. Field trip participation will be denied if the student needs medication and orders are not on file with the school Nurse**.
5. The medication must be in the original container and clearly labeled by the pharmacist with the student’s name, the medication (check to make sure it has not expired), the dosage, and the time to be given.
6. The medication must be given to the school Nurse by a parent/guardian and will be stored in the nurse’s office.
7. Students with asthma, serious allergic reactions or diabetes are required by state law to have action plans completed **every school year**. **Students without a current plan on file will be unable to participate in field trips**.
8. The state of NJ now requires that a trained delegate be available for any student who may need an epi-pen or glucagon when the school Nurse is not available. Please have your doctor complete those forms **every school year**.

## Nurse’s Office Forms

All forms are available in the Nurse’s Office upon request. They can also be downloaded from the school website.

## Pediculosis

Pediculosis (head lice) is a condition which can affect children of all ages. Head lice occur without regard to income or social economic position. In-school transmission is considered to be rare and no disease is associated with head lice. Our district has a no live lice policy and students with live lice will be sent home for treatment. Students must be brought to the school by a parent/guardian to be examined by the school nurse before readmission to school, to ensure that Pediculosis treatment has taken place and that no live head lice are present. If at the return examination your child still has live head lice, you will be required to take your child home for further treatment.

Students with nits only, are not excluded from school. At the discretion of the school nurse, it may be appropriate to screen other children who have had close head to head contact with the student who has active head lice, but classroom-wide or school-wide screening is not merited. Maintaining the student’s privacy, family confidentiality, and preventing stigmatization are vital. Therefore, letters will no longer be sent home if a case of head lice is discovered. The school nurse retains the authority to, in consultation with school administrator(s), to exclude a student with a current case of head lice for which there is inadequate management by the parent/guardian. This student may be referred to his/her healthcare provider and/or the Atlantic County Health Department for additional intervention. This policy is endorsed by national organizations such as the American Academy of Pediatrics, American Public Health Association and the National Association of School Nurses. Similar policies have been adopted successfully by school systems throughout the country.

## Health Screening Procedures

Growth and development are related to inherited characteristics and environmental influence throughout the life cycle. We screen your child per the State of New Jersey guidelines. If there is a concern, you will be notified and advised to consult with your physician for further evaluation and treatment of any problem.

## Local Health Resources

**Childhood Check Ups, Shots, Hearing/Vision Screening**– Immunizations and other "well-child" health services are available for children until age 19 who have no insurance or have NJ Family Care Plan A.  Services are available at the Atlantic County Division of Public Health in Northfield and Hammonton.  Appointments are required.  Please call (609) 645-7700, extension 4500 for more information.

**Child Health Clinic**Health Screenings and Immunizations
Available for Atlantic County residents; infants up to 19 years of age without insurance or enrolled in Family Care Plan A.
By appointment: 645-7700 ext. 4500

Prenatal Care Services in Atlantic County



If you are pregnant, or think you may be pregnant, and need prenatal care you can access prenatal services in Atlantic County at the following locations:

* **Southern Jersey Family Medical  Center**
If you have no insurance and low income, urine testing can be done at any of the SJFMC locations (Atlantic City, Egg Harbor Township, Pleasantville, and  Hammonton) as a walk-in client, free of charge. Call 1-800-486-0131 for specific instructions.

**Home Visiting Programs**

*Because babies don’t come with instructions, home visiting*
*programs are designed to promote healthy pregnancies.*

There has been intake process established in Atlantic County where the Southern New Jersey Perinatal Cooperative’s Connections serves as the central intake HUB for all referrals. Referrals can be faxed to 1-877-432-8603 or made via phone at 1-800-611-8326.

You also may qualify for the Supplemental Nutrition Program for Women,
Infants and Children (WIC) at the Atlantic City,
Egg Harbor City and Galloway locations.
**Call (609) 246-7767 for more information.**

*Cronin Building*

General dentistry for low income families and senior citizens is available through the Rutgers School of Dental Medicine in Northfield and Galloway Township.

**Rutgers School of Dental Medicine
at the Cronin Building**
235 Dolphin Ave.
Northfield, NJ 08225
(609) 645-5814

The Rutgers School of Dental Medicine provides a full range of oral health services for children, adolescents, adults and senior citizens. Services include diagnostic, preventative, restorative, periodontic, prosthodontics, endodontic, surgical and emergency care procedures.

Medicaid is accepted and a sliding fee schedule is available. To make an appointment and for further information, call (609) 645-5814 (Northfield) and (609) 652-0501 (Galloway). Hours of operation are Monday through Friday; 8:30 am to 5:00 pm.

A **family health care center, Southern Jersey Family Medical Center**, is open and taking appointments at New Lisbon Center – Aspen Hills Healthcare Center (formerly Buttonwood Hospital) in Pemberton Township. The center, located at 600 Pemberton-Browns Mills Road, provides services based on a sliding fee scale and also accepts clients with Medicare, Medicaid or other types of public or private insurance. Residents with no health insurance are encouraged to seek health care at this facility. The center’s hours of operation are Monday through Friday, 8:30

a.m. – 5:00 p.m. The phone number is 609-894-1100. This facility also has a **dental center and bilingual staff**.

**Rowan College at Burlington County has a Dental Health Center**. They offer a wide variety of dental health preventive services, such as cleanings, examinations, fluoride treatments, sealants and

1. rays. There is a nominal charge of $5.00 per visit. To schedule an appointment, please call 609- 894-9311, extension 1074. The BCC Dental Health Center is located in the Parker Center of RCBC’s Pemberton Campus at 601 Pemberton Browns Mills Road (County Route 530).

Should you need help with **immunizations**, you can call the **Burlington County Health Department Clinic** at 609-265-5533. The BCHD is located at 15 Pioneer Blvd., Westampton, NJ 08060.

For a complete list of local health resources, contact the school Nurse.

## Health Insurance

Many of you have your children covered under your employer plan. However, some children do not have any coverage and this is where our school system can help. State law P.L2008 Chapter 38 mandates that all children under the age of 18 have health insurance.

This is a tremendous opportunity because we will help you obtain health coverage for your children and possibly your entire family by sending your contact information to NJ Family Care. Written consent is required pursuant to 20 U.S.C. 123g (b) (1) an 34 C.F.R. 99.30 (b) so, the parent must sign in the health insurance section on the Emergency Information Verification Form and we will send your contact information to NJ Family Care. The Emergency Information Verification Form (emergency card) will be sent home the first day of school with your child.

Please feel free to contact your school nurse with any questions regarding NJ Family Care or you can contact them directly at (800) 701-0710 or visit [www.njfamilycare.org](http://www.njfamilycare.org/) to apply online. If you have applied recently and are receiving coverage please let your school nurse know. This will allow our district to keep your child’s information up-to-date.

## TRANSPORTATION

Students enrolled in the PreSchool program are transported by their parents to and from school. Students must be dropped off and picked up at the appropriate time, by the designated and approved adult. Children not picked up from school go to the after-school wrap-around School-Age Child Care (SACC) program, and parents will be expected to pay the incurred cost for the service. Students will only be released to the adults listed on the student’s information system as emergency contacts, whether picked up after school or from the SACC program.

## WRAP-AROUND CHILD CARE

The PreSchool programs offered through Northfield City School District offer wrap-around child care. At the NCS main school building, we offer School-Age Child Care (SACC) wrap-around services for children that attend the in-district Pre-School Program. The off-site PreSchools also offer wrap-around child care with their own programs and fees. During the school day, the program opens at early at each site’s designated schedule, and runs until the start of the school day. Most programs run from the end of the school day until 6:00 PM. Extended days are offered on some days when school is closed, such as minor holidays and Winter Break. These days are offered at an additional cost and advance sign-up is required. The program begins on the first day of school. **A separate advanced registration is required.**

Registration for September begins at the end of July. Children must be registered to attend each program (before and/or after care) at a minimum of two days per week.

If you have any questions, please contact the SACC Coordinator at 609.407.4009 for students located at NCS, or the Director at the off-site PreSchool your child attends.

## PRESCHOOL INSTRUCTIONAL COACH

What Does a PreSchool Instruction Coach Do?

* + Visit classrooms on a regular basis to coach and provide feedback to teachers to improve teaching practices through the reflective cycle
	+ Support a high level of curriculum implementation
	+ Coordinate and provide professional development for all Early Childhood staff
	+ Provide individualized follow-up to support teachers
	+ Confer regularly with the Preschool Intervention and Referral Team to discuss how to support teachers and parents with children who have challenging behaviors
	+ Coordinate and provide parent training
	+ Coordinate and meet with the Principal
	+ Attend monthly PreSchool Director meetings
	+ Attend monthly PreSchool Teacher meetings
	+ Conduct applicable teacher trainings
	+ Be a member of the PreSchool Transition Team and NECAC Team

Northfield Master Teacher for all PreSchool classrooms:

 Mrs. Wendy Atkinson

## PRESCHOOL INTERVENTION & REFERRAL TEAM (PIRT)

PIRT is comprised of individuals who offer support to classroom teachers by planning strategies, adapting teaching practices, and making modifications that assist with students of all developmental stages. The teacher discusses concerns with parents prior to requesting PIRT support and this contact is ongoing throughout the school year.

Listed below are everyday positive behavior supports that each classroom implements to help support and guide students in this process:

* + Problem-solving and conflict-resolution methods are engrained in daily activities.
	+ Expectations are communicated with students.
	+ Behavior triggers are anticipated and avoided.
	+ Hurtful behaviors are stopped.
	+ Positive limits for the students are set.
	+ Self-regulation experiences are provided.
	+ Consistent routines are maintained and students are prepared in advance of any changes.

Even with these preventive measures in place, situations may arise that require additional attention:

* + Parents are contacted.
	+ Administration are included and involved on an individual basis.
	+ A meeting is held with the parents and team members to discuss concerns.
	+ An action plan is created.
	+ If little to no improvement is made, alternative options are discussed. Revisions to this process are made as needed.

Core members of the PIRT Team:

Mrs. Maureen Vaccaro, Principal

Mrs. Wendy Atkinson, PreSchool Instructional Coach

Mr. Ryan Comunale, Guidance Counselor

Mrs. Jill Thomas, Reading Specialist

Grade Level Case Managers - Child Study Team

The PIRT Team also includes general education teachers, nurses, social worker, special education teacher, school psychologist, speech teacher, PreSchool disabilities teacher, curriculum supervisor, superintendent.

## FAMILY SERVICES PROGRAM

**Community Parent Involvement Specialist (CPIS)**

The Community Parent Involvement Specialist (CPIS) enhances and supports family involvement in the PreSchool program. Through classroom activities, community resources, parent contact, support groups, and family activities, the CPIS strives to make each family’s PreSchool experience a positive and rewarding one. There is a need to convey to the community the importance of high quality PreSchool as the foundation of lifelong learning. Recruiting community resource businesses and volunteers helps bring community members into our school and opens awareness about our high quality program. Volunteers provide positive role models for our students. These volunteers are from various organizations within our community. The CPIS addresses parental concerns by collaborating with staff, finding out facts, leading informative meetings, and arranging applicable workshops for families. Guest speakers are invited to provide information and updates for upcoming events. The CPIS chairs the Northfield Early Childhood Advisory Council (NECAC), where both the school community, parents, board members, and local community are involved in addressing the needs of the students and the PreSchool program. NECAC reviews and recommends improvements to the PreSchool program. PreSchool parents are also recipients of the yearly PreSchool survey, the results of which are evaluated and discussed by the NECAC. The CPIS also chairs the Parent Involvement Committee. Parent/family activities are planned and implemented to enhance the school – home relationship. The CPIS also heads the PreSchool Transition Team, made up of PreSchool Teachers, Directors, Master Teacher, Kindergarten Teachers, parents, and community members. The CPIS assists in the early enrollment of new registrants and assists in the PreSchool orientation workshops to help families and children get acquainted with their new school environment.

Mrs. Maureen Vaccaro

Community Parent Involvement Specialist

609.407.4005

mvaccaro@ncs-nj.org

## PreSchool District Social Worker

The Preschool District Social Worker works with PreSchool families. Families are assisted in identifying resources such as housing, food, heat/energy assistance, counseling, and many other services to help meet their needs. A Request for Social Worker Assistance form is completed by the parent/guardian and submitted to the Social Worker. This form is located in the resource section of this handbook. Additional forms may be requested by contacting the Social Worker, directly, or by contacting your child’s teacher. Upon receiving the completed request form, based on the identified need (s), further information may be obtained from the parent/guardian, and proper resources are, then, recommended.

**COMMUNITY RESOURCES**

Community Resources can also be found on the school website:

<https://www.ncs-nj.org/>

and on the Elementary School Parent Update page:

<https://sites.google.com/ncs-nj.org/elementary-parent-updates/documentstutorials>

Atlantic County

This page contains a list of all the links pertaining to Atlantic county.

Lifeskills Programs

Life Skills programs can help you prepare to get a job, manage money, get connected with other resources in your community, make plans for your future housing and education, and many other things that can help you live more independently. See below for contact info for the Life Skills program in your area:

**Atlantic County Youth Advocate Program**
707 White Horse Pike Suite E-2 Galloway NJ 08201
Phone: 609-345-7333
Fax: 609-345-7566

Supportive Housing Programs

**Housing Program Descriptions**There are 3 basic types of housing programs for young people in New Jersey that are homeless or DCF-involved:

1. **Supervised Transitional Living Program (STLP):** provides supervised housing and other supports to 18 to 21 year old youth. Young people can stay at these programs for 18 to 24 months. In addition to housing, these programs also help with daily living skills, employment, education, and finding long term stable housing.
2. **Transitional Living Program (TLP):**provides semi-supervised housing and other supports to 18 to 21 year old youth. The length of time a young person can stay at one of these programs varies. These programs also help with daily living skills, employment, education, and finding long term stable housing.
3. **Permanent Supportive Housing (PSH):** provides housing with voluntary services to 18-21 year old youth. There are no limits on how long young people can stay in one of these programs. Youth in these programs have a lease or sublet, and pay some portion of their income toward rent (less than 30%).

Below is a list of housing programs in Atlantic County. In order to find out if a program has openings and to see if you qualify, you must contact the Adolescent Housing Hub at 1-877-652-7624.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agency** | **Program Name** | **Age** | **Gender** | **Program Type** |
| Oaks Integrated Care | Home Stretch | 18 to 21 | M/F | TLP |

 **Rights of Passage**Rights of Passage provides young men and women between 18 and 21 with the chance they need to make a life for themselves away from the street. With the help of staff, mentors and volunteers, Right of Passage residents are provided with educational and vocational opportunities and the life skills needed to live on their own. Our supportive living apartment program helps bridge the gap for young people as they work, save money and learn how to live on their own. To learn more, [visit www.nj.covenanthouse.org/supportive-housing.org](https://nj.covenanthouse.org/supportive-housing/)

Rights of Passage - Atlantic City
609-348-1421

Education

**Atlantic Cape Community College**[www.atlantic.edu](http://www.atlantic.edu/)

**The Richard Stockton College of New Jersey**[intraweb.stockton.edu](http://www.intraweb.stockton.edu/)

Employment

**NJ One-Stop Centers**Are you looking for a job or occupational training? The New Jersey One-Stop Career Centers are the place to start, and can help you develop the skills needed to succeed in a 21st century work environment.

**Amongst others, resources provided include the following:**

* Career exploration: help in identifying jobs that are interesting to you
* Resume writing
* Interview preparation
* Occupational Training for jobs that are highly in demand by employers
* Job Search Assistance
* Connections to employers searching for workers
* Educational Assistance
* On-site resource rooms (computers, telephones, fax, etc.)

**New Jersey Youth Corps**New Jersey Youth Corps is one of the largest youth service and conservation corps in the United States. Youth Corps is a year-round, voluntary program which engages young adults (ages 16-25) in full-time community service, training, and educational activities.

Guided by staff who serve as mentors and role models, teams of youth called "crews" carry out a wide range of service projects. In return for their efforts to restore and strengthen communities, Corps members receive:

1. education development in basic skills and preparation to obtain a GED or locally issued Adult High School Diploma;
2. life skills and employability skills instruction;
3. personal and career counseling to build self-esteem, clarify values, and develop leadership skills while they are developing their career portfolio;
4. transition services and continuing support services as they transition to college, training, employment or other national and domestic service opportunities;
5. community service opportunities which develop positive employability skills while addressing unmet community needs. Corps members receive a stipend while enrolled in Youth Corps.

Healthcare and Mental Health

**Federally Qualified Health Centers (FQHC)**New Jersey’s Federally Qualified Health Centers (FQHC) offer a wide range of health care services for the entire family. You don’t need health insurance to get care at a center. Centers serve the uninsured and underinsured, as well as patients with Medicaid, Medicare and private insurance. If you’re uninsured, your bill will be based on your ability to pay. No one is ever turned away for lack of funds.

**Planned Parenthood**
Planned Parenthood is a health care provider specializing in reproductive and sexual healthcare. Through pregnancy prevention, STD prevention, and sex education, Planned Parenthood empowers teens to make informed choices and lead healthy lives. With 28 offices in New Jersey, there is probably one close to where you live.

**Mental Healthcare**
NJ Children's System of Care has connections with many different types of supports if you or someone you know needs help. You can see all they have to offer by [visiting here.](http://www.performcarenj.org/youth/resources/behavioral.aspx)

<http://www.performcarenj.org/youth/resources/behavioral.aspx>

There are also some great hotlines out there if want to talk to someone now:

2NDFLOOR: is a confidential and anonymous statewide helpline for New Jersey's youth and young adults. You can call at (888) 222-2228 and find information on the website at [www.2ndfloor.org.](http://www.2ndfloor.org./)

NJ211: provides information and assistance to all NJ residents in the areas of health, human services, community resources and government assistance programs. You do not have to be in crisis to seek help from NJ211. To access NJ211 dial 211 or visit the website at [www.nj211.org.](http://www.nj211.org./). The alternative telephone number is 1-800-HELP555 (1-800-435-7555).

Addiction Services

**Treatment Groups**The NJ Division of Addiction Services Treatment Directory lists all kinds of drug and alcohol treatment programs that are open to teenagers and young adults.

[VISIT HERE: http://www.state.nj.us/humanservices/dmhas/home/hotlines/ - to access the Division of Mental Health and Addiction Services homepage where you will find a link to a directory to access what programs are available in your county](file://G:\My%20Drive\0%20AAA%20SEPT%20SCHOOL%20DOCS\0%20AAA%20SEPT%20SCHOOL%20DOCS\PRESCHOOL\VISIT%20HERE:%20%20http:\www.state.nj.us\humanservices\dmhas\home\hotlines\%20-%20%20%20%20to%20access%20the%20Division%20of%20Mental%20Health%20and%20Addiction%20Services%20homepage%20where%20you%20will%20find%20a%20link%20to%20a%20directory%20to%20access%20what%20programs%20are%20available%20in%20your%20county)

[You can also look at programs that are just open to teenagers and young adults by selecting “Detail Search” on the directory webpage and selecting the check-box that says Adolescents](http://www.state.nj.us/humanservices/dmhas/home/hotlines/)

**Support Groups**Support groups recovery programs are based on the idea that the best way to stay free of alcohol and drugs is surround yourself with other people who are also not users but who know the challenges of staying clean. Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) are two of the most well-known of these types of support groups. In some areas there are special meetings just for teens and young adults trying to stay drug-free. Meetings often take place church meeting halls and other community centers, but AA and NA are not affiliated with any religion.
[Visit here to search for Narcotics Anonymous (NA) meetings in your area](http://www.nanj.org/meetings/)

<http://www.nanj.org/meetings/>

[Visit here to search for Alcoholics Anonymous (AA) meetings in your area](http://www.aa.org/pages/en_US/find-local-aa/)

<http://www.aa.org/pages/en_US/find-local-aa/>

Mentoring Programs

**Big Brothers, Big Sisters**Lori D. Konya, CEO
333 Route 46 West, suite 205, Mountain Lanes, NJ 07046
Phone: 973-335-3044
Cell: 848-209-5443
Fax: 973-331-5138
lkonya@bbbsmbp.org

Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex (LBGTQI) Resources

<http://www.jtacnj.org/lgbtq.html>

Family and Community Partnership (FCP) Programs

The Department of Children and Families' Family and Community Partnership (FCP) network provides many services and programs for children, young adults and families throughout NJ. These include:

**Family Success Centers**
Offer programs aimed at making families stronger through a variety of locally-based services, and building supportive connections in your community.

**School Based Youth Services Programs (SBYSP)**
Provide mental health and family services; health services; substance abuse counseling; employment services; pregnancy prevention programs; learning support services; referrals to community based services; and recreation. Open to all young people ages 10 -19 enrolled in any school that hosts a SBYSP.

**Home Visitation Programs**
Provide early support to families with infants and young children across the state. Home visitors provide pregnant women and new parents with health information, parenting education, and links to other resources that support child and family well-being.

The FCP's also provide juvenile delinquency and child abuse prevention programs, domestic violence services, and much more.

<https://www.state.nj.us/dcf/families/dfcp/DFCPdirectoryAtlantic.pdf>: A directory of programs and services to find out what is available in Atlantic County!

Pathways to Academic and Career Exploration to Success (PACES)

The Pathways to Academic and Career Exploration to Success (PACES) program supports current or former foster youth and young adults in their successful transition to and retention in post-secondary education (including career technical education) and workforce readiness.  The target population for these programs will be youth and young adults ages 16-21 who are eligible for NJ Foster Care (NJFC) Scholars as determined by DCF.  For details about eligibility please [visit here](https://www.fafsonline.org/pdf/scholarship/njfc-overview.pdf).

<https://www.fafsonline.org/pdf/scholarship/njfc-overview.pdf>

The PACES programs' academic and career coaches will address identified academic needs, typically in reading, writing, and/or math; assist students in career exploration to promote college and career readiness; help students prepare for, identify, and apply to career technical schools or colleges and universities that are a best fit; and prepare students for their adjustment to and integration into their post-secondary communities.

The PACES providers will serve youth who live within the Region they cover.  The following is a list of PACES provider agencies with the counties served.

Region 6 Atlantic, Cumberland, Cape May, Gloucester, Salem
Acenda Integrated Health- Program Director Erin Klein
Phone: 1-844-4-ACENDA (223632)
eklein@acendahealth.org

For more detailed information about the program including the referral process you may also contact Michele Safrin from the DCF Office of Educational Support and Programs/Adolescent services at 609-888-7100.

Other Resources

Outreach To At-Risk Youth (OTARY): OTARY programs provide all sorts of fun and educational activities to help support young people ages 13 to 18. Contact one of the programs below for more information on how you can get involved:

**Boys & Girls Club of Atlantic City**317 N. Pennsylvania Ave, Atlantic City, NJ 08401
Phone: 609-347-3317

## Food Assistance

Burlington County Health Dept 609-267-4304

Christian Caring Center 609-893-0700

Fountain of Life Center 609-499-2131

St. Vincent de Paul 609-953-0021

## Housing Assistance

Burlington County Board of Social Services 609-518-4871

Burlington County Community Action Plan…………….609 239-4015 or 609-835-4329

Christian Caring Center 609-893-0700

Interfaith Hospitality Network 856-638-0110

NJ Board of Public Utilities 800-624-0241

PSE&G Energy Assistance 800-510-3102

St. Vincent de Paul 609-953-0021

## Mental Health/Counseling Assistance

Connect Family Center 609-871-4442

Legacy Treatment Services 800-433-7365

Oaks Integrated Care 609-518-5470

PerformCare 877-652-7624

## Utility Assistance

Burlington County Board of Social Services 609-518-4871

Burlington County Community Action Plan… 609-835-4329

Christian Caring Center 609-893-0700

NJ Board of Public Utilities 800-624-0241

PSE&G Energy Assistance 800-510-3102

St. Vincent de Paul 609-953-0021

## Other Important Phone Numbers:

Domestic Violence 800-799-7233

Child Protection… 877-652-2873

Servicios Latinos de Burlington County 609-518-7171

**STUDENT CODE OF CONDUCT**

**Foundational Beliefs:**

Discipline helps a child learn to value his or her self and develop good self-discipline and social skills. It is best accomplished as a collaboration between the individual student, family, and staff member. Good discipline is compassionate, caring, sensitive teaching to manage conflict and strong feelings. Good discipline helps students accept that they and others are good people who sometimes make mistakes. Our school is committed to teaching students the inherent self-worth of themselves and others as the foundation for life-long success.

## Accepted Practices:

1. Our school staff will establish a positive relationship with every student.
2. Developmentally appropriate preferred activities and choices will be used.
3. Communication, language, and social skills will be taught and reinforced.
4. Classrooms and other common areas will be structured and maintained to promote self- control, including use of a posted daily routine schedule with any changes noted, and opportunities for quiet time alone.
5. Developmentally appropriate individualized use of visual, auditory, verbal, and cognitive prompts will be implemented to remind students of rules and routines.
6. Developmentally appropriate individualized use of visual, auditory, and verbal redirection will be used to teach students self-control when they first begin to violate classroom rules or become aggressive.
7. Students will be involved in establishing classroom rules and structure.
8. Verbal and visual redirection will always be used first to discourage inappropriate behavior.
9. Students who repeatedly demonstrate inappropriate behaviors will be referred to the Preschool Intervention & Referral Team.

## Prohibited Discipline Practices:

1. Yelling, humiliating, name calling, physical threats, swearing, or teasing
2. Sitting or standing in a corner or making a student stand with arms raised
3. Rough handling of a student
4. Corporal punishment (e.g. hitting or spanking)
5. Improper restraint

## Physical Restraint Policy:

BOE policy will be followed. Restraining a child may be necessary in certain instances, such as in an emergency. For the purpose of this policy, emergency is defined as a situation in which a student’s behavior poses a threat of imminent, physical harm to the student or others or eminent property destruction. A written incident report will be completed by school personnel (teacher, nurse, PIRT, administrator, etc.) after a physical restraint is implemented. Parents will be notified by telephone and provided with a copy of the report.

**NORTHFIELD COMMUNITY PRESCHOOL, PRIMARY, AND ELEMENTARY SCHOOL**

**2000 New Road**

**Northfield, New Jersey 08225**

**609.407.4005**

[www.ncs-nj.org](http://northfield.groupfusion.net/)

**Mr. Pedro P. Bretones Mrs. Maureen E. Vaccaro**

**Superintendent Principal**

pbretones@ncs-nj.org mvaccaro@ncs-nj.org

## Northfield City PreSchool Education

## Request for Home Visit

Date of Request:

Parent/Caregiver’s Name: Child’s Name: Teacher’s Name:

Language spoken at home:

What is the area of need or concern?

Contact phone number: ( ) -

Parent/Caregiver’s Signature: Date:

Please return this form to:

## Mrs. Maureen Vaccaro

## Principal

## 609.407.4005

## mvaccaro@ncs-nj.org

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**Superintendent Principal**

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## Northfield City PreSchool Education

## Request for Social Worker Assistance

Date of Request:

Parent/Caregiver’s Name: Child’s Name: Teacher’s Name:

Language spoken at home:

1. What is the area of need or concern?
	* Health Services
	* Heat/Energy Assistance
	* Clothing
	* Food
	* Housing
	* Other:
2. Please describe your concerns:

Contact phone number: ( ) -

Parent/Caregiver’s Signature: Date:

Please return this form to:

## Mrs. Maureen Vaccaro

## Principal

## 609.407.4005

## mvaccaro@ncs-nj.org

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**ACKNOWLEDGEMENT PAGE**

I, the undersigned, acknowledge that I have received and read the Northfield City PreSchool Parent Handbook and will adhere to the policies and procedures set forth in it.

Student’s Name: Teacher’s Name:

PreSchool Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this completed form to your child’s teacher, and in turn, the documents will be sent and archived with:

## Mrs. Maureen Vaccaro

## Principal

## 609.407.4005

## mvaccaro@ncs-nj.org



***Northfield Community School – “Children First”***

Equal Opportunity Employer

**Thank you –**

**Please be sure to ask**

**if you have any questions ~!**